

Postsecondary Programs

Title: Reimbursement Process

The Postsecondary System reimbursement process for the Basic Allocation is based on a monthly claim of expenditures by each institution. Institutions have the flexibility to submit claims in their own format but must include Personnel Costs by name and program, and Operating Costs and Capital Outlay Costs by program.

Claims are processed by State Division Central Accounting and approved by State Division Program Fiscal. Cash-flow of expenditures is accomplished by the State Division making monthly estimated payments equal to 95% of each institution's total yearly allocation divided by 12 (some adjustments are made to the estimated payment amount i.e., months with 3 payrolls). Reconciliation of Allocation, Expenditures, Claims, Estimated Payments, Budget and Carry-over are made at year-end Close-out by State Division Program Fiscal.

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Approved: July 1, 2005